

Secretary, OO Career Service Board

27 May 1957

Chief, Foreign Documents Division

Board Functions

REF : Your draft of OO Notice No. 57-1 dated 15 May 1957

1. I believe in general the Board should confine its deliberations to career policy matters and relevant major problems.

2. Therefore, the following changes to paragraph 4 of your draft:

a. Delete in 4a "review all proposed changes in" and substitute "develop." The Board should not only review but also initiate and develop new policies and programs. The word develop, I feel, includes review of changes.

b. Delete 4a(2). The principle that we should look within the Office for the filling of vacancies prior to advertising is good. However, the gesture of submitting these at Board meetings is, I believe, a waste of time. The Board can formulate this principle as a policy, but leave the detailed handling to the administrative staffs. This will also save the time required in waiting for the next Board meeting.

c. Paragraph 4a(3). As the Board is advisory in nature it does not have the authority to delegate a function. I would suggest this be written "In the case of more than two nominations emanating from the Divisions for a vacancy in another DD/I office, the Board will review and select the two best qualified as Office nominees."

d. Paragraph 4a(4). Delete first sentence. As the Division in OO represents the competitive area for promotion evaluation, and as it is virtually impossible for one division chief to know fully the capabilities and performance of personnel in other divisions let alone to venture gainsaying the recommendation of another division chief on one of his own people, I recommend that promotions not be brought before the Board as a regular procedure for grades 13, 14, and 15.

Last sentence delete "Career Service Boards."

1078/80 BY 35372

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e. Paragraph 4a(5). Add after Staff "in categories B and C." If the supervisor, the division board and the division chief have all reviewed an individual and recommend him for Category A, what objection can other Board members give that would be pertinent. Why not eliminate the time-wasting rubber-stamp procedures from Board functions.

f. Paragraph 4a(6). Should read "The Board will at the request of its Chairman .....". This is a notice on the OO Career Service Board. I believe that functions of division boards are not appropriate.

g. I recommend that additional paragraphs be inserted providing for the Board to review all Agency award recommendations and any grievance appeals by an individual after division resources have been exhausted.

h. I also recommend that a final paragraph be inserted to the effect that a member may raise any case or matter of career policy that he considers suitable for Board consideration.

3. For record-keeping purposes of Board activities. I would consider it appropriate for you to show promotion actions of those in grades 13, 14, and 15 as well as applications for membership in the Career Staff in category A as having been approved by the Board, since in each case a board member recommends, you as Board Secretary process, and the Board Chairman signs.

4. On the matter of training, I believe the draft notice covers it adequately. In other words the Board should consider policy and programs, but not the detailed cases. Again for record-keeping purposes I feel you can count as Board approval for individual cases when the Chairman signs off.

J. J. BAGNALL